

**BOARD OF DIRECTORS MEETING**

**January 12, 2015 – 227 North Market Street, Wilmington, DE**

**Minutes**

*Directors Present: John Pierson, Hal Real, Felicia Wenell, Christian Willauer, Alfred Lance, Clint Walker*

*Directors Absent: Henry Smith*

*Others Present: Kelly Davenport, Bill Porter, Paul Ramirez, Melanie Reiser*

- I. **Roll Call and Determination of Quorum** – The Meeting was called to order at 3:05 pm. The President noted the presence of a quorum, and the meeting commenced.
- II. **Approval of Minutes** – Clint Walker moved that the minutes of the December 8, 2014 meeting be approved as read, and Alfred Lance seconded this motion. The Board was polled, and the motion passed unanimously.
- III. **Ratification of Charter Modification Request** – Bill Porter discussed the Major Modification Request that was submitted to DDOE on December 31, 2014. The Major Modification requested dropping Grade 10 from Freire’s first year (and the 112 spaces associated with that grade). It also requested that our enrollment preference for those signing a pledge be eliminated to conform with CSP federal guidance. Bill indicated that this constituted a “Major Modification” requiring CSAC approval because we are requesting an enrollment variance greater than 15%. Alfred Lance moved that the Board ratify the Major Modification request, and Clint Walker seconded the motion. The Board was polled and the motion passed unanimously.
- IV. **Facility Update** – Kelly Davenport provided an update on the proposed facility at 201 West 14<sup>th</sup> Street and lease negotiations on this site. Specifically, the school executed a lease to meet the DDOE December 15<sup>th</sup> submission requirement. Felicia Wenell moved that the Board ratify the lease on 201 West 14<sup>th</sup> and Clint Walker seconded the motion. The Board was polled and the motion passed unanimously.  
  
Kelly also updated the Board on the parking variance/zoning status and indicated that Freire had met with the Midtown Brandywine Neighborhood Association on three separate occasions to address their concerns.
- V. **Admissions and Enrollment Update** – Bill Porter provided an update on Freire Charter School Wilmington, specifically on ongoing admissions outreach efforts. Paul Ramirez and Felicia Wenell are going to join the Wilmington team full-time for a short period to work on admissions and enrollment work.

- VI. Build the Future Update** – Kelly Davenport indicated that Build the Future continues to move forward with its plans to file its 501c3 application in February.
- VII. Finance Report** – Melanie Reiser presented the Budget vs. Actual report for October through December. To date, the school has spent \$169,962 of the \$2.7M start-up budget, including \$48,769 of the \$189,000 Charter Schools Program grant. Christian Willauer moved that we accept the finance report and Felicia Wenell seconded it. The Board was polled, and the motion was approved unanimously.
- VIII. Fundraising Update** – Kelly Davenport provided a development update. Development is being handled internally by Leigh Botwinik. The school received \$150,000 of its initial \$300,000 from the Longwood Foundation, with the second half to be disbursed soon. We will have to wait 2 years before approaching the Longwood Foundation again for funding.
- IX. DDOE 2/15/15 Pre-Opening Checklist Deliverables** – Bill Porter updated the Board on the four tasks due 2/15/15, all of which require communicating with various departments at DDOE. No Board action is required.
- X. New Board Member Recruitment** – The Board discussed prospective new Board members to bring to the Board.
- XI. March Board Meeting** – Due to the CSP conference, the March Board meeting has been moved to March 16, 2015.
- XII. Adjournment** – The meeting adjourned at 4:10 pm.

*The next Board meeting is scheduled for February 9, 2015 at 3:00 p.m. at 227 North Market Street, Wilmington, DE.*